



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **CLERK IV, PART-TIME** (Non-Competitive)

SALARY: \$9.09 - \$11.70 hourly

LOCATION: Monroe County Clerk's Office - Department of Motor Vehicles

JOB SUMMARY:

This is an entry level clerical position involving responsibility for performance of routine clerical tasks in accordance with established procedures. Assignments given to employees in this class involve no typing. Employees of this class receive detailed oral and/or written instructions for new or more involved or difficult assignments. Independent judgment is restricted to the application of standard procedure to specific cases. The work is reviewed by immediate supervisory observation and checking completed work, by periodic or spot-checking, by cross-checking, or by another step in the clerical process. Work is performed under direct supervision from a higher-ranking clerical employee or administrator. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Where education is lacking, clerical experience may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY CLERK'S OFFICE
39 WEST MAIN STREET - ROOM 101
ROCHESTER NY 14614

Posting Date: February 12, 2016

Posting Deadline: March 14, 2016